



CEA

CAREER EXECUTIVE ASSIGNMENT

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

DEPARTMENT: CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

POSITION TITLE: CEA 1, CHIEF, CONTINUING CARE CONTRACTS BRANCH,
COMMUNITY CARE LICENSING DIVISION

SALARY: \$5768 - \$7324

FINAL FILE DATE: MARCH 3, 2005

DUTIES AND RESPONSIBILITIES

Under the general direction of the Deputy Director, the CEA 1 is responsible for developing policies and procedures to ensure the enforcement of Health and Safety Code Chapter 10, Section 1770 et seq., pertaining to the regulation of Continuing Care Retirement Communities (CCRCs) throughout California. These policies and procedures include, but are not limited to: comprehensive financial, marketing and actuarial reviews of all new developments and ongoing financial evaluation of existing CCRC providers to determine whether they have the ability to fulfill contractual obligations to residents. These obligations pertain to long-term health care for the elderly who have invested significant life savings in CCRCs.

The CEA 1 also has responsibility for managing and directing staff in the completion of all assignments and projects regarding the continuing care program; directing the preparation and management of the program budget; and the collection of program revenues from the providers. The CEA I supervises a Staff Services Manager I, a General Auditor III, two Associate Governmental Program Analysts/Staff Service Analysts, and a Secretary. The CEA I works closely with an assigned staff counsel.

EXAMINATION INFORMATION

The examination process will consist of a screening committee established to screen the application and one-page summary of qualifications. The minimum qualifications listed on this bulletin will be used to screen the application and one-page summary of qualifications. Therefore, it is critical that each applicant

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

EXAMINATION INFORMATION (CONTINUED)

includes specific information on how his/her background, knowledge, and abilities meet the minimum qualifications and desirable qualifications. Based on the committee's evaluation of the competitive group, interviews may be conducted with the most qualified candidates if necessary to make a selection. It is anticipated that examination interviews may be held during February/March 2005. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled based on the needs of the service or if the condition of the list warrants a change. Candidates in the top three ranks may be invited to a hiring interview with the Director/Chief Deputy Directors.

MINIMUM QUALIFICATIONS

Applicants must meet the following qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code 18992.

DESIRABLE QUALIFICATIONS

Applications will be screened on the basis of knowledge, experience, and potential to meet the following desirable qualifications:

- a. Knowledge of programs within CDSS, including continuing care contracts and community care licensing laws and regulations.
- b. Knowledge of principles of government policy setting, public relations, budgeting, contract management, negotiating techniques, personnel management, and real estate and business law.
- c. Knowledge of generally accepted auditing and accounting principles.
- d. Knowledge of health care financing, investment banking procedures, construction financing through government or public markets, financial instruments, and insurance principles.
- e. Ability to formulate, implement, and evaluate policy relative to program operations.
- f. Ability to gain the confidence and support of top level administrators and advise them on a wide range of administrative matters.
- g. Ability to analyze complex problems and recommend effective courses of action.
- h. Ability to develop cooperative working relationships with representatives from all levels of government, the public, legislative and executive branches of State government, and continuing care contracts administrators on a national level.

SEE NEXT PAGE FOR ADDITIONAL INFORMATION

DESIRABLE QUALIFICATIONS (CONTINUED)

In addition, applicants must demonstrate the ability to perform high-level administrative and policy-influencing functions effectively. Such overall ability requires possession of the following:

- (1) Knowledge of the organization and functions of California State government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department's Equal Employment Opportunity objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives.
- (2) Ability to plan, organize and direct the work of a multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; develop and implement departmental objectives; assess and develop financial options; negotiate major business agreements and stipulations; prepare and review reports; and effectively contribute to the department's equal employment opportunity objectives.

The knowledge and abilities indicated above for the **CEA 1** level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization.

Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

All interested applicants must file BOTH of the following documents:

- 1. An Application for Examination (STD 678) and**
- 2. A one-page summary of qualifications identifying major accomplishments and experience that specifically demonstrates competitiveness for this position.**

Note: Resumes are optional and **do not** take the place of the one-page summary of qualifications.

Submit these documents to: **California Department of Social Services
Personnel Bureau, Exam Unit
744 P Street, MS 15-59, Room 1516
Sacramento, CA 95814**

Applications must be **postmarked** no later than the final date of **March 3, 2005**. Applications postmarked, personally delivered, or received via interoffice mail after the final file date will not be accepted for any reason.

Questions concerning the exam process should be directed to Estela Hernandez
at (916) 654-9563.

Questions regarding the position should be directed to Linda Smith
at (916) 657-2592.